



## **PA-7 STATE TRAINING AND IN-SERVICE**

### **POLICY:**

Projects must provide for the orientation and in-service training of all project personnel, including the staff of sub-recipient agencies and service sites (*42 CFR 59.5(b) (4)*).

### **PROCEDURE:**

1. The state Family Planning Program staff will conduct at least two delegate directors meetings during the fiscal year. State office will assess delegate agency training needs to develop a plan that addresses key requirements of the Title X program and priority areas.
2. Meeting minutes will be recorded and disseminated to delegate agencies for project staff to review.
3. The state office staff will be available to provide or arrange for technical assistance in the implementation, development and evaluation of client services or management structure.
4. The state office staff will develop educational and outreach materials for the program, when appropriate and as funds allow.
5. The program administrator, nurse consultant and the contract midlevel clinician(s) are available to provide training and technical assistance upon request and identified need.
6. Training requests shall be forwarded to the state office for approval.